



City of Kansas City, Missouri Job Class Specification

Job Title: SENIOR CODE ENFORCEMENT OFFICER

Department: MULTI

Job Code: 4021

Status: NONEXEMPT

Grade: L-I

Summary

Under general direction, serves as a team lead and participates in the operation, inspections, and enforcement activities of the City's Code Enforcement efforts. Responsibilities include overseeing and participating in the investigation and initiation of procedures to abate violations and obtain compliance with applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, abatement regulations, health and safety, blight, graffiti, and other matters of public concern; serves as a resource and provides information on the City regulations to property owners, residents, the general public, and other City departments and division; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

Duties and Responsibilities

- Participates in the full range of Code Enforcement Officer duties; assists other Officers with field inspections; enforces compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, abatement regulations, health and safety, blight, graffiti, and other matters of public concern.
- Maintains accurate documentation on all assigned cases; establishes and maintains a case management system.
- Prepares and provides documentation and evidence in support of legal actions taken by the City; appears in court as necessary; testifies at hearings and in court proceedings as required.
- Prepares a variety of written reports, memos, and correspondence related to enforcement activities.
- Organizes, supervises, and participates in proactive enforcement sweeps of targeted areas to identify and evaluate problem areas and/or ordinance violations; conducts property inspections; determines proper method to resolve violations.
- Responds to citizen complaints by phone, through the mail, and in person regarding enforcement procedures, ordinances, and staff.
- Assists in the collection of administrative fines assessed via administrative citations.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of code enforcement; incorporates new developments as appropriate into programs.

**Duties and Responsibilities
(continued)**

- Attends meetings and serves as a resource to other City departments, divisions, the general public, community groups, and outside agencies related to assigned area; works cooperatively with other departments regarding issues related to assigned area; works cooperatively with local, state, and federal agencies including social services agencies to provide resources and enforcement to the community; interprets and explains municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:

- Operations, services, and activities of a municipal code compliance program.
- Pertinent codes, ordinances, laws, and regulations.
- Procedures involved in the enforcement of codes and regulations including research methods and techniques.
- Principles and practices of conducting and documenting field investigations.
- City services and organizational structure as they relate to code compliance.
- Legal actions applicable to code enforcement compliance.
- Principles and practices of customer service and public relations.
- Principles and procedures of record keeping and filing.
- Occupational hazards and standard safety practices including personal safety practices when in confrontational encounters with the public.
- Geographic features and locations within the area served.
- Effective communication techniques required for gathering, evaluating, and transmitting information.

Ability to:

- Coordinate and direct City's code enforcement and compliance programs.
- Serve as a team lead
- Recommend and implement goals, objectives, policies, and procedures for providing code enforcement services and activities.
- Plan and organize work to meet changing priorities and deadlines.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations including applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
- Inspect and identify violations of applicable codes and ordinances.
- Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Investigate complaints and mediate resolutions in a timely and tactful manner.
- Prepare accurate and detailed documentation of investigation findings.
- Maintain complex logs, records, and files.
- Research, compile, and collect data.
- Prepare clear and concise technical and administrative reports.
- Work independently in the absence of supervision.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Education and Experience

High school graduation supplemented by some college [a minimum of sixty (60) semester hours].

OR

High school graduation and five (5) years of experience in institutional or community environmental sanitation or housing or building code enforcement.

**Certificates/
Licenses/Special
Requirements**

- Must possess a valid State –issued driver's license in accordance with City of KCMO.
- Must possess or be eligible to obtain required police commission from the Kansas City, Missouri Police Department within 30/60 days of appointment.

- Must pass a pre-employment drug screen and post offer physical examination as prescribed by the City.
- Must pass a background check as prescribed by the City.
- Must possess AACE/ICC Property Maintenance & Housing Inspector certification awarded by the American Association of Code Enforcement and re-certify by obtaining continuing education credits

**Supervisory
Responsibility**

None.

**Supervision
Received**

Work is performed under general technical/supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

3/13

Revised